

The Basic Resolution & RAVEN Training Course is presented over two or three days. Length of the course will vary depending on the computers used, equipment problems that develop, the number of students enrolled in the course, and the students' previous exposure to RAVEN, FoxPro and Windows. This section presents format conventions used throughout the manual.

Format Information

1. When the user should follow a path in RAVEN to get to an input or an action window, the path is in **bold** print with a “/” between each selection. For example, if the user is going to input General Ledger Information, the manual would show the path: **Bank Info / General Ledger / Input**. The user would click on **Bank Info**, click on **General Ledger** and finally click on **Input**.
2. Commas are not used when inputting numbers in RAVEN, however, if a number is displayed for input, it contains commas for ease of reading.
3. The manual uses the words “Select” and “Click” interchangeably. The user employs the mouse to perform the task.
4. If the user must input information during the demonstrations or exercises, the information to be input in RAVEN appears in the following format: “***Input information.***” The information to be input into FoxPro is not in quotation marks. If the enter key is needed to move to the next box when inputting, it is indicated in () after the input information.
6. Generally, each section is made up of several parts. The sections will be introduced with **background information** followed by an interactive **demonstration** section. The demonstration is followed by **exercises** to be completed by the user. The **keystrokes for the exercises** may be found on the pages immediately following the exercises. Lastly, the user may have to complete a **summary exercise**. The **keystrokes** for the summary exercises are also found immediately following the summary exercises.
7. The only databases that can be accessed for audit or for edit using global changes through FoxPro, are those that are electronically downloaded into RAVEN. These databases contain the loans, deposits, overdrafts and other real estate owned. All other databases are programmatically “locked” and can not be accessed except through the edit functions contained in RAVEN.